

CONFIDENTIAL
Security Information

RETURN TO

2 December 1953

MEMORANDUM FOR: Special Assistant to the Deputy Director
(Administration)

SUBJECT: Preparation of Agency Regulatory Issuances by
General Services Office

1. In accordance with the verbal instructions of the Acting Deputy Director (Administration), attached hereto is a tabulation of Agency Regulations prepared by or now being developed by General Services Office.

2. In addition to the regulations, the following Notices have been or are being developed by General Services Office:

Notice	<div style="border: 1px solid black; width: 80px; height: 40px; display: flex; align-items: center; justify-content: center;">[Redacted]</div>	Standardization of Filing Supplies
Notice		Procurement of Filing Equipment
Notice		Accountability for Telephone Directories

3. The following memoranda related to Regulatory Issuances have been forwarded to Area Records Officers:

- a. Introduction to Records Management Program
- b. File Identification and Volume Inventories
- c. How to Make a Records Survey
- d. Preservation and Destruction of Records
- e. Application of Standardized Filing Equipment and Supplies
- f. Forms Control Information
- g. Records Center Operation

SIGNED

Chief, General Services Office

25X1

Attachment A.

Distribution:

Orig. & 2 - Addressee
1 - Chf., Rec. Serv. Div. ✓

ILLEGIB

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Approved For Release 2008/04/13 : CIA-RDP70-00211R000900030016-1
 Status of Regulatory Issuances

General Services Office

Regulation No.	Title	Action Data						
		General Services		Regulations Control Staff		A-DD/A		
		1st Sub- mission to R.C.S.	2nd Sub- mission to R.C.S.	1st Coordi- nation	2nd Coordi- nation	To A-DD/A	Approved	Issued
	Space Acquisition and Building Maintenance	April 5	June 3	April 17	—	Oct. 5	Oct. 23	Oct. 23
	Local Transportation	April 15	—	June 18	—	Aug. 12		
	Printing and Reproduction	April 20	Sept. 18	June 12	—	Nov. 3		
	Records Management							
	Records Management Program Guide	August						October
	Agency Filing Manual	Oct. 23						
	Correspondence Handbook	Nov. 13						
	Vital Materials Procedures							
	Mail Control Regulations							
	Mail Control Handbook							
	Electrical Accounting Machine Records	June 22	Sept. 3	Aug. 4				

* In Process

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